

JAMAICA UNION CONFERENCE

JOB POSTING

JOB TITLE: ADMINISTRATIVE PROFESSIONAL

The successful applicant will provide administrative support to various departments.

Essential Duties and Responsibilities

- 1. Relates to the daily operations of the assigned departments
- 2. Prepares reports and assists with the preparation of newsletters
- 3. Provides customer service support to internal and external clients
- 4. Assists in planning departmental and organizational events/activities
- 5. Relates to the preparation of letters, and the calendaring of daily schedule

Skills/Competencies/Attitudes

- The ability to work effectively and collaboratively in a team environment
- Ability to work on own initiative
- Strong organizational skills and leadership ability
- Strong analytic skills
- Be able to multi-task
- Flexible approach
- Strong customer service/interpersonal skills
- Ability to communicate well (written and orally)
- Self-motivated, organized and deadline oriented; attention to detail and accuracy is a
- Proficient in Microsoft Office (Word, Excel, PowerPoint)

Qualifications

- Bachelors Degree in Business Administration, Secretarial Science or Office Administration
- Three to five years experience in the secretarial field
- Human Resource experience would be an asset

Applications should be addressed to:

The Human Resource Manager
Jamaica Union Conference of Seventh-day Adventists
125 Manchester Road, Box 22
Mandeville, Manchester
Send via email to: humanresource@jmunion.org

Application Deadline: May 5, 2016.

Only shortlisted applicants will be contacted.